FUMIGATION NOTIFICATION WEBSITE

2017

Product and Equipment User Manual

In response to a Departmental Audit, fumigation regulations were enhanced to provide better monitoring of clearance devices, and improved abilities to lock out or stop sale users who fail to comply with fumigant stewardship policies.

As a result, this is a totally new version of the fumigation notification program.

The department also incorporated several changes recommended by users of the old notification system, such as retaining company information between submissions of notices and providing an easier method to edit or update submitted notices already in the system.

We hope users find this new program to be easier to use and more stable.

NOTE: All data generated in any screen shots used in this manual are associated with TEST DATA and do not reflect the actual status or imply any non-compliance with the department.

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LOG IN SCREEN – https://fumigation.freshfromflorida.com

This is the screen presented to users of the notification system. Current users should be able to log in with their existing user name and passwords that were used in the old system.

If an account needs to be created, a link to "Request a New User Account" is provided on this page as well as a link to the Fumigation User's Manual.

One of the major revisions was providing for additional users of the system. A Product vendor user was created so that fumigant registrants could enter the system, review who uses their product, and take disciplinary measures against a pest control company

for failing to comply with stewardship components, such as training or failing Quality Assurance Reviews (QARs).

Equipment vendors who calibrate fumigant clearance devices will also have access to the system and will be able to "create" or "update" clearance device information for pest control companies.

Both of these vendor types have the ability to change the status of company users.

System status changes:
The system will automatically lock out all company users if they do not maintain at least 2 working/calibrated clearance devices as required by the regulations or allowing their licensure to expire.

Product Vendor status changes:
Changing the status to "Probation" will allow company users to continue to use the Fumigation Notification System.

Placing a Company in Stop Sale for a specific product will not allow the company user to select that fumigant when entering a notice.

Placing a Company in Stop Sale for ALL products will lock all users of the company out of the system.

Equipment Vendor status changes:
Placing a Company in Stop Sale for an equipment violation will lock all users of the company out of the system.

LOGGING INTO THE SYSTEM
Users will log in using the left hand navigation ribbon.

Fumigant Product or Device vendors will log in their user name and password (vendors will not have a business license number) and must check the "Vendor" check box.

NOTE: The Department must set up a vendor account in order for employees of that vendor to register for a user account. Please email biirfumigation@freshfromflorida.com for assistance.

NAVIGATION
All navigation can be controlled on the left hand side of each window. These links allow the user to move to the desired function.

FUMIGANT PRODUCT VENDORS

When a fumigant product vendor logs into the system, they are presented with the Notice of Fumigation Search screen.

NOTE: A product vendor will notice that the "Fumigant Product" field is defaulted to display only records associated with the fumigant product indicated at the time of registration.

NOTICE OF FUMIGATION SEARCH
This screen allows a product vendor to search for fumigation notices by date range and other variables.

The search defaults to a date range and if no changes are made, the user will view all of the fumigation notices associated with their product, <u>within that date range</u>, in the lower half of the page.

If the product vendor selects a company from the "Pest Control Company" drop down, they will only be allowed to choose a pest control company that is USING that fumigant product. (As an example, in the test system, we entered notices for several companies using phostoxin as the fumigant. When we logged in as a product vendor associated with phostoxin, the system generated a list of all companies who have entered notices associated with phostoxin.)

To run a search, click on the "Search" button after all selections have been made.

The returned search records have two actions associated with them - "View Details" and "Print".

If the vendor clicks on View Details, the data associated with that notice is displayed in a read-only screen. (see next page)

From the details screen, a vendor can use the "Print NOF Report" button to generate a populated Form 13667, Fumigation Notice. (The vendor could also have just used the "Print" link within the returned search records area to perform the same action.)

Clicking on the Cancel button returns the user to the search screen.

FUMIGANT PRODUCT STOP SALE

This area allows a product vendor to alter the SYSTEM STATUS of a pest control company.

These actions affect all registered users of this program associated with that pest control licensee.

MAIN SCREEN
This screen is used to locate the licensed pest control company within the system.

Using the Pest Control Company dropdown, select the company that you are wanting to change the status on.

NOTE: You will only be allowed to choose a pest control company that is USING your fumigant product. (As an example, in the test system, we entered notices for several companies using phostoxin as the fumigant. When we logged in as a product vendor associated with phostoxin, the system generated a list of all companies who have entered notices associated with phostoxin.)

If the company is in good standing, the system will return a negative search. ("No Fumigant Products with Stop Sale or Probation Found".)

If an action needs to be taken, the vendor can click on the "Add New Action" button and will be able to change the status (see below).

If a Stop Sale or Probation status exits, the program will return the details in the bottom half of the screen.

The details include the Product; the Action Taken; the Action Date; and who took the action.

The user will also observe an "edit" link on the right hand side of each record. This link will open the "Fumigant Product Action" screen.

FUMIGATION ACTION SCREEN
This screen is used to change the status of a pest control company within the fumigation system.

The company information and fumigant (associated with the product vendor) are read-only fields and cannot be changed.

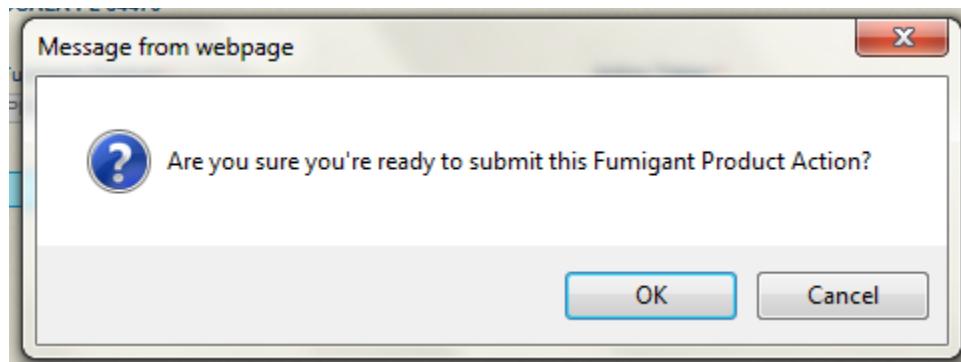Clicking on the "Action Taken" drop down box, the vendor can select either the Stop Sale or Probation action.

If the vendor clicks on the "Submit" button, you will be presented with a confirmation message. If you click on OK, the action status will be modified and all product vendors, as well as the department, will receive an email notification of this status.

The status change FAILED if the vendor does not see the "Successfully Saved" message.
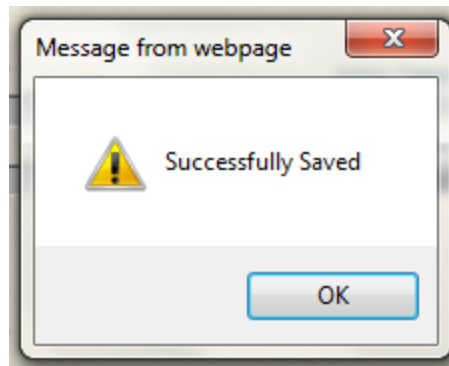
MODIFYING A PEST CONTROL COMPANY STATUS

The same screens are used to modify/remove a company from an action status.

The same process is used to search for and locate the record. Using the edit link, the vendor would change the status to "Good Standing" to remove the action.

Clicking on the "Update" button generates the confirmation message and the record is NOT MODIFIED unless you see the "Successfully Saved" message.

NOTE: the "record" of the action will remain in the system – and a vendor can see this when using the Report section.

UNDERSTANDING STATUS EFFECTS

A product vendor can place a program user in one of three actions.

GOOD STANDING
This status returns a user to a "normal" system status within the program. This status is used to when the vendor needs to remove an action status after a company complies with stewardship remedies/terms.

PROBATION
This status is used when a pest control company has violated stewardship policies and requires conditions to be corrected in order to be returned to a good standing status.

A probation status allows company users to continue to enter fumigation notices into the electronic notification system, but alerts the department and other product vendors to be aware of possible operational problems.

STOP SALE
This status is used when a pest control company violates stewardship policies and/or uses a fumigant in a hazardous manner.

Stop Sale is an extremely serious status. It IS possible for a company to return to compliance, but regulations require product vendors to move from Stop Sale to a Probation status for a minimum of 6 months following a stop sale.

If a company is placed in a Stop Sale status, ALL USERS associated with that company are locked out of the system and are unable to log in.

PRODUCT VENDOR REPORTS

The product vendor report area provides two reports – a "Device Report" and a "Stop Sale/Probation Report".

After a vendor user selects a report, a filter screen is generated to allow the user to modify the report contents.

DEVICE REPORT
This report allows a product vendor access to fumigator clearance device information for purposes of performing their Quality Assurance Reviews (QARs).

After selecting the desired date range, or company, the user clicks on the "Run Report" button and the report is generated in the bottom half of the screen.

In our example, you should note that ALL clearance devices (with calibration dates falling between 06/01/2016 and 06/23/2017) are displayed.

This report can be Exported to Excel by clicking on the button. Your computer will launch Excel and display the data within it.

NOTE: Microsoft Excel will generate this warning message. Just click yes to trust the source and open the data in excel.

Once the report is generated, you can manipulate it within excel.

PRODUCT VENDOR STOP SALE/PROBATION REPORT

When the stop sale/probation report is selected, a filter screen associated with the report is generated.

NOTE: This report is filtered by the fumigant product associated with the product vendor user. (In our examples, it was a phostoxin vendor.) This is a read-only field that cannot be modified.

Once the filters are selected, click on the "Run Report" button.

Product Vendors should note that the report returns all history for BOTH the filtered fumigant probations or stop sales AND any equipment stop sales for the date range (and any other filters) selected.

You should also note that the report displays an "End Date", meaning the status was removed.

Obviously, records that have NO "End Date" are still in the indicated status.

EQUIPMENT VENDOR USER

The Equipment Vendor User role is designed to add or maintain fumigant clearance devices for pest control company users.

This role allows the Equipment user to run reports and modify clearance device information. The program opens with the "Clearance Device Search" screen.

The user must select the company from the "Pest Control Company" drop down.

Once the company has been selected, the program will return the License number. The user clicks on the "Search" button to return that company's data in the bottom half of the screen.

A device vendor can edit/update an existing record by clicking on the "Edit" link on the right hand side of the record.

A device vendor can add a new clearance device by clicking on the "Add New Device" button.

The device vendor can initiate a stop sale action by clicking on the "Stop Sale" button. This is a serious system action and will lock all users of this company out of the program.

ADDING A NEW DEVICE

When the "Add New Device" button is clicked, the "Clearance Device" screen opens.

The company information and license number are displayed at the top of the form.

The Device Manufacturer drop down lists the three clearance devices in use, and found on the fumigant labels.

The Serial Number field will accept ONLY alphabetical letters and numbers… NO dashes, or special characters are allowed.

The vendor enters the "Calibration Date". This is the date the device was calibrated. (This field will NOT accept any date into the future. The system calculates when the calibration will expire, based on the device manufacturer's recommendations, and will begin warning the company user 14 days in advance of the calculated expiration date.)

The vendor must then check whether the device is in use or not with the Yes or No checkboxes.

As part of adding a device or maintaining/updating a device calibration date, the equipment vendor must UPLOAD a pdf or any type of image file that documents the service/calibration of the device.

The equipment vendor would use the "Browse" button to find the file on their computer and then click on save and the file is transferred to the system.

Equipment/device vendors will then fill in their personal contact information.

Click on the "Submit" button when the screen is completed.

You will be asked to confirm the submission and you will receive a Record Saved Screen.

If you re-search on the company, you will now see the record you entered listed.

EDITING A DEVICE RECORD

Editing a record is very similar to adding a device. When you click on the "Edit" link, the completed device record will be returned to you.

You can edit the same fields used to add a device. Once you have made the edits, you click on the "Update" button and confirm your action.

NOTE: If you edit/change the "Calibration Date" you will be required to upload the service/ calibration documentation that supports the new date.

ACTIVATING A STOP SALE

An equipment vendor can also activate a Stop Sale. This status is used when a pest control company violates regulations and fails to maintain two functioning fumigant clearance devices.

Stop Sale is an extremely serious status. If a company is placed in a Stop Sale status, ALL USERS associated with that company are locked out of the system and are unable to log in.

When the user clicks on the stop sale button, the program generates the following confirmation message.

If you click on the OK button, the company is immediately placed in Stop Sale.
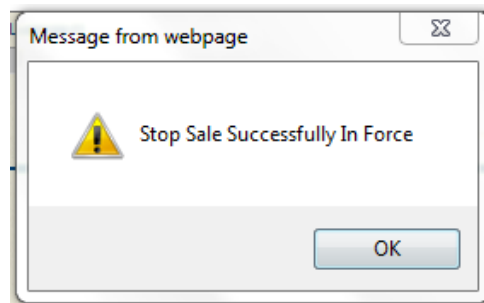
If a search is run on the company, users will now note the RED statement "Company Stop Sale in Force due to Equipment Deficiency" message displaying above the returned search records.

Florida Department of Agriculture and Consumer Services

Department Home   Agricultural Environmental Services   Logout

Clearance Device Search

Adam H. Putnam
Commissioner

Pest Control Company *

FLORIDA PEST CONTROL 3762 NE 14TH STREET OCALA

Pest Control Company License #

JB571
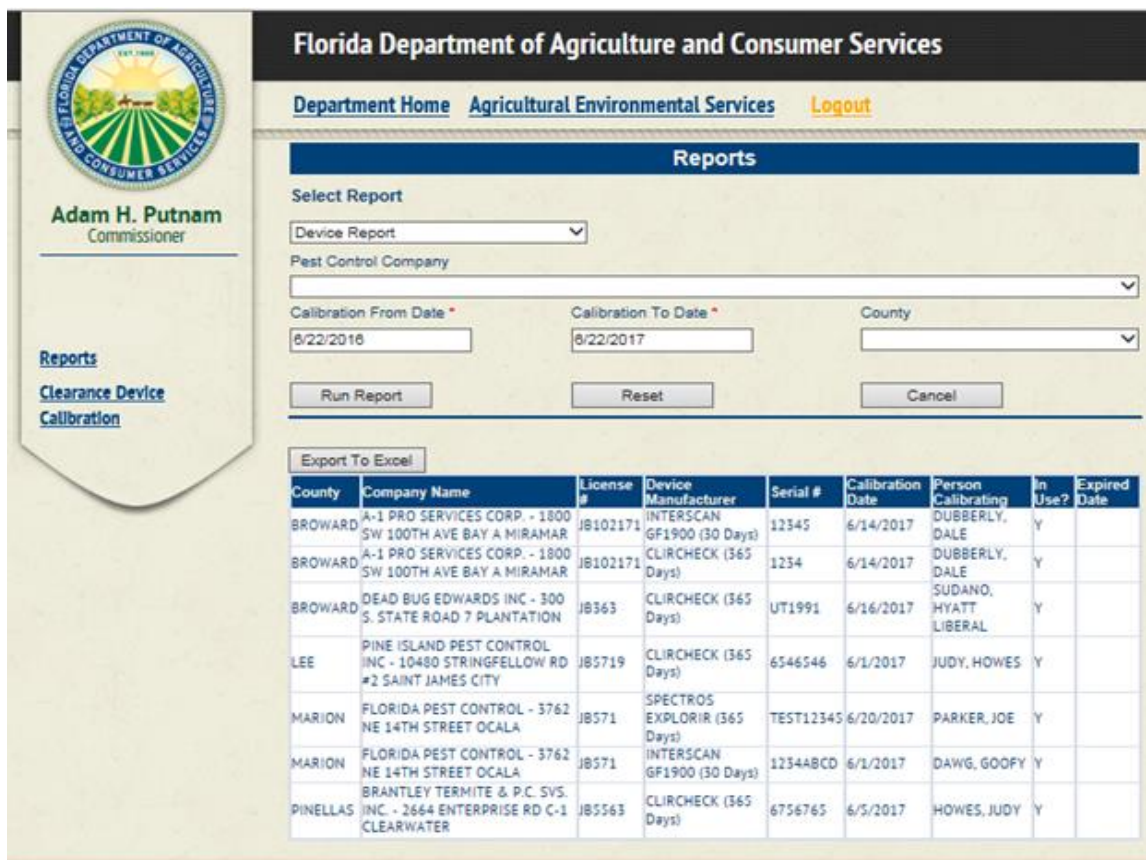
Reports

Clearance Device
Calibration

| Search | Reset | Cancel |

Company Stop Sale in Force due to Equipment Deficiency

| Add New Device						Reinstate Sale	
Device Manufacturer	Serial Number	Calibration Date	Person Calibrating	In Use?	Expired Date		
INTERSCAN GF1900 (30 Days)	1234ABCD	6/26/2017	DAWG, GOOFY	Y		Edit
SPECTROS EXPLORIR (365 Days)	TEST12345	6/20/2017	PARKER, JOE	Y		Edit

TO RE-INSTATE SALE FOR A COMPANY (Remove a Stop Sale).

Equipment vendors can also remove an equipment stop sale. The same process is repeated. Clicking on the "Reinstate Sale" button generates a confirmation message.
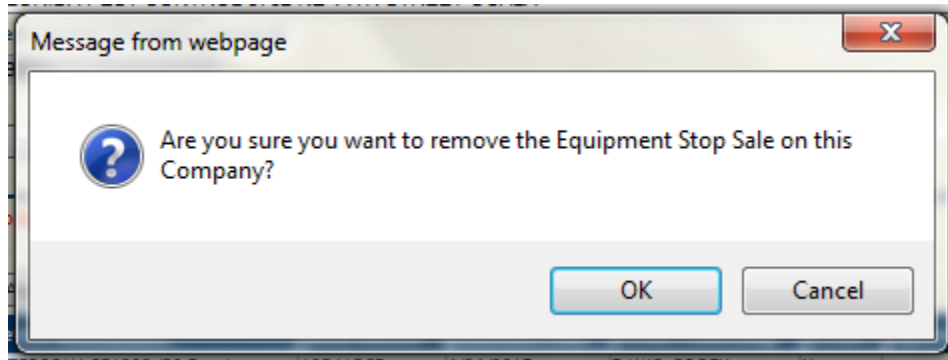
If you click on OK, the program returns a message confirming the stop sale has been removed and immediately returns the company to "good standing".
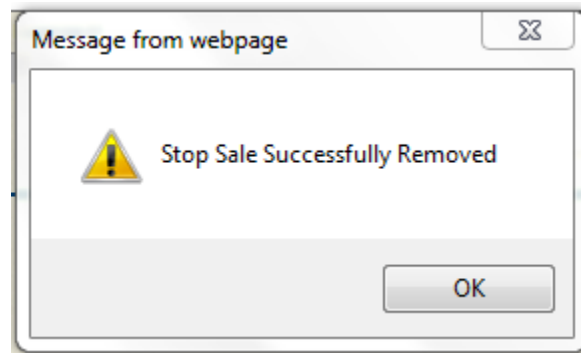
When these actions are taken, the program generates email notifications to the department, vendors and the company involved.

EQUIPMENT VENDOR REPORTS

The equipment vendor report area provides two reports – a "Device Report" and a "Stop Sale/Probation Report".

When the equipment vendor selects a report from the drop down, the program generates the search screen associated with that report with a default date range.

This report was designed to allow equipment vendors to filter for the device/devices that they service or maintain.

After the equipment vendor has selected the appropriate filters, clicking on the "Run Report" button will generate the report.

The report can be exported to Microsoft Excel by clicking on the "Export to Excel" button as described above in the Product Vendor area.

EQUIPMENT VENDOR STOP SALE/PROBATION REPORT

When this report type is selected, the system will return the search screen associated with this report with a default date range.

In addition to the date range, the equipment vendor can run the Stop Sale/Probation report filtered by the company name; the type of device; or county.

NOTE: This report will return ALL product or equipment actions with an end date.

Equipment Vendors should note that the report returns all history for BOTH fumigant probations or stop sales AND any equipment stop sales for the date range (or other filters) selected.

You should also note that the report displays an "End Date", meaning the status was removed.

Obviously, records that have NO "End Date" are still in the indicated status.